

SECRET

MEMORANDUM

28 February 1952

FOR : Deputy Director of Training (General)

FROM : Chief, Plans and Policy Staff

SUBJECT: Weekly Activities Report - Period 25 - 29 February 1952

I. Completed Projects

25X1A9a

1. Project 52-6, The Personnel Pool. Completed the final draft study on the Personnel Pool which was signed by the D/TR on 25 February and transmitted to the DD/A, the Director of Personnel, Messrs. [REDACTED] of the covert offices, 25X1A9a and Mr. [REDACTED] of O/TR(S). No definite date has been set for the meeting to coordinate this paper but it is expected that this action will take place early next week.

25X1A

II. Projects in Process

1. [REDACTED]

as 12. Estimates from the various offices indicate that there are approximately 18 firm candidates for the course. Accordingly, this office is preparing memoranda for the D/TR's signature which will establish a selection board to screen out the 12 most qualified of the 18 candidates nominated.

2. Project 51-7, Professional Administrative Officer Training Program. Conducted a meeting of O/TR personnel to consider ways and means of dealing with the problem of administrative training within the Agency. The conclusions reached at the meeting were that:

- a. The O/TR should set up a series of conferences between the senior administrative officers of the operating offices and a representative from each of the following administrative offices of the DD/A:

- (1) Office of Personnel
- (2) Office of the Comptroller

JOB NO. BOX NO. FILE NO. DOC. NO. 43 NO CHANGE
IN CLASS/ DECLASS/ CLASS CHANGED TO: TS SECRET. JUST. 22
NEXT REV DATE/ O REV DATE/ REVIEWED 6/9/52 TYPE DOC. 02
NO. PGS 4 CREATION DATE/ ORG COMP 11 OPL 11 ORG CLASS. S
REV CLASS C REV COORD. AUTH: HR 70-3

~~SECRET~~
SECURITY INFORMATION

(3) Office of Administrative Services

(4) Office of Procurement

- b. These conferences should be spaced at weekly intervals and should provide an opportunity for the administrative offices to indicate the problems arising out of the operating offices' administrative effort.

In this kind of forum problems could be identified, points of view exchanged, and the O/TR could then ascertain what training requirement existed, what training should be conducted on a centralized basis, and what training could be decentralized to the office level in order to accomplish a more effective administrative effort throughout the Agency.

It was further agreed that this idea should be discussed with the Management Office prior to setting up the conferences.

3. Project 51-13, Register of Training Activities. [REDACTED] 5X1A9a has drafted an IBM card to record the CIA orientation courses. He has presented it to his supervisors for comment and approval, after which he will bring it to us for O/TR final approval.

4. [REDACTED]

25X1A1d

25X1A9a

5. Project 52-3, Training Office Section of CIA History. Met with [REDACTED] and discussed the outline for the O/TR section of the history. Agreed that the O/TR section of the Director's report to the NSC could be used for this purpose with some modifications. It was further agreed that in view of the significant developments which have occurred in TR since 31 December 1951, that the report should not be cut off at 31 December but should include major advances made since that date.

~~SECRET~~

~~SECRET~~

~~SECRET~~
SECURITY INFORMATION

~~CONFIDENTIAL~~

6. Project 52-9, Training for Employee Evaluation. On 21 February met with Mr. Roy Crawley, Director of Civilian Training, Department of the Navy, and discussed supervisor training programs with him and his staff. He gave us selected references and other material to assist us in setting up our program. Previewed ten training films on problems in supervision which might be used in a course of instruction. Reviewed books and pamphlets obtained from the library on the subject of supervision.
7. Project 52-11, Special Weapons Orientation Course. Obtained the requirements from the various offices for attendance at the course. Sent memo to Major Mills requesting CIA be allotted a quota of 41. Yesterday at the Pentagon Major Mills informed me that the CIA quota would be approximately 12.

III. Newly Assigned Projects

1. Project 52-12, Modification to S/PP T/O. As a result of a conversation with the DD/TR(G), it was agreed that this office would request revision of its table of organization with the same number but with a different grade structure in order to provide a suitable position vacancy for Miss [REDACTED] as a permanent member of this Staff.

25X1A9a

IV. Projects in Suspense

1. Project 51-6, Survey of Non O/TR Training Activities.
2. Project 51-9, A National Intelligence Course.
3. Project 51-10, Intermediate Intelligence Course.
4. Project 51-11, Basic Intelligence Course.
5. Project 51-14, Cable Preparation Course.
6. Project 51-20, Administrative Support to Field Training Operations.
7. Project 51-21, Area and Language Specialists.
8. Project 51-22, Wartime Role of CIA as it Relates to Mission of O/TR.
9. Project 51-26, [REDACTED]

25X1A

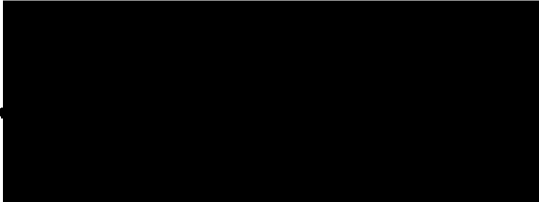
~~CONFIDENTIAL~~

~~SECRET~~

~~SECRET~~
CONFIDENTIAL

10. Project 52-4, A Bill for Training Federal Civilian Officers and Employees.
11. Project 52-5, CIA Employee Improvement.
12. Project 52-8, National Security Presentations.

25X1A9a



CONFIDENTIAL

~~SECRET~~